

**Office of the Attorney General**  
Human Resources  
Indiana Government Center South, 5<sup>th</sup> floor  
302 W. Washington Street  
Indianapolis, IN 46204  
[jobs@atg.state.in.us](mailto:jobs@atg.state.in.us)  
317-232-7979 (fax)



# **JOB POSTING**

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Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

## **JOB DESCRIPTION Claims Representative Unclaimed Property Division**

### **DUTIES:**

- Review claim forms for accuracy and for adequate documentation showing ownership of property
- Communicate with claimants via telephone, e-mail and written correspondence
- Research records as needed for assistance in claims review process
- Work in rotation with other Claims Representatives on processing settlement run (payment of claims)
- Assist walk-in customers as needed
- Initiate and mail claim forms as needed
- Other duties as assigned

### **QUALIFICATIONS:**

- Some college education required, or a reasonable amount of related job experience
- Ability to identify, analyze and research issues.
- Ability to work under time constraints, and pressure of volume
- Ability to work as part of a team, get along with others and take direction well.
- Must have strong verbal and written communications skills
- Must have strong customer service skills
- Good computer skills and knowledge are required